

CHIEF ADMINISTRATIVE OFFICER Career Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

- **Announcement #:** 2020-AM
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Closing Date:** Open until filled – Preference given to applications received by January 31, 2020.

FOURTH CIRCUIT

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

ABOUT THE JOB

The Chief Administrative Officer serves a broad and pivotal role within the Office of the Circuit Executive. The incumbent is responsible for the administrative duties of the Office, providing support to the Circuit Executive as well as the Fourth Circuit's Judicial Council, and leading a team of administrative professionals.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate has a reputation for excellence, ability to multi-task, is adaptable, has excellent attention to detail, demonstrated leadership and accountability, a strong work ethic, sound judgment, unquestioned integrity, can anticipate needs as well as provide solid support to staff in a dynamic office.

OVERVIEW OF DUTIES

- Oversees the daily operation of the office.
- Administers the recruitment/appointment/reappointment process for U.S. Bankruptcy Judges, Federal Public Defenders and Bankruptcy Administrators as well as the recall process for bankruptcy and magistrate judges.
- Arranges and prepares materials for general office meetings, Judicial Council meetings, and Judge and executive interviews.
- Prepares executive correspondence and drafts orders of Judicial Council and Court of Appeals actions.
- Occasionally leads and oversees assignments and workflow of other administrative professionals.

SALARY RANGES

- **\$61,574-\$100,110** (CL-28) with promotion potential without further competition, or
- **\$73,241-\$119,011** (CL-29), depending on experience and qualifications.

QUALIFICATIONS

- Two (2) years of full-time specialized experience for CL-28, or five (5) years of full-time specialized experience for CL-29. (For internal candidates: one year of specialized experience must be at CL-27 or CL-28, respectively.)

Additional Required Qualifications

- Excellent written and oral communication skills as well as superb interpersonal skills.
- Demonstrated ability to professionally manage multiple tasks and projects.
- The incumbent must be adaptable and manifest the highest degree of professionalism, courtesy, and diplomacy at all times.
- Some travel is required.

CORE VALUES

Integrity **Customer Service**
Collegiality **Collaboration**
"This is the **BEST** place to work."

APPLICATION PROCEDURE

Email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional or personal references; and (3) an **AO78–Application for Employment** to the ACE for Human Resources at vacancy@ca4.uscourts.gov in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement.

Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

**The U.S. Court of Appeals for
the Fourth Circuit is an Equal
Opportunity Employer.**

BENEFITS

The Court offers a robust and competitive benefits package.

- **Vacation time** accrues at a rate of 104 hours per year the first three years and increases with tenure.
- **Sick days** accrue at a rate of 104 hours per year.
- Ten paid annual **holidays**.
- **Flexible schedules**.
- **Telework** opportunities.
- A variety of Agency-subsidized federal **health insurance** plans are available.
- **Dental** and **vision** coverage, life insurance, and long-term care insurance are available.
- A **flexible spending account** program is provided.
- Employees participate in both the Federal Employees **Retirement System (FERS)** and the **Thrift Savings Plan** (similar to a 401(k) plan).
- **Mass transit subsidy** (budget dependent).

ADDITIONAL REQUIREMENTS

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under "Excepted Appointments," and are thus "at-will," and, as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.